

BFS Training Competencies for:	
Contact:	

Each session is 1.5 hours:

Size of class – Max of 5 students in the BFS room; 2-4 tutors

BFS tutorials: www.bfseniorsonline.com.au (tutorials to match the senior's computer)

Additional tutorials: <http://www.internet4classrooms.com/winkeyboard.htm> (7 -tutorials)

Typing tutorial: www.goodtyping.com or other tutorial from list on noticeboard

On completion of the 7 weeks, students should be able to demonstrate these competencies:

On Line Learning – create an account at NEC Seniors site. (name and password recorded)	
On Line Learning – complete the relevant tutorials at www.bfseniorsonline.com.au	
PC - Start and stop a PC correctly	
PC - Identify that an active anti-virus program is functional and up to date	
PC - Use the mouse competently; open a right click menu and use a command on it	
PC – Locate and open programs from the desktop and Start menu (orb)	
PC – manage multiple windows using max/min button, taskbar button and click to front.	
PC – resize a window and move it on the desktop	
Internet – go <i>directly</i> to a web page, eg www.abc.com.au or www.bom.gov.au	
Internet – navigate on web pages – eg Australian Holiday Stories at www.australia.com	
Internet – fill in fields on a web page – eg plan a bus, train trip on www.transportnsw.info	
Internet – use a search engine to find items of interest eg great ocean road	
Internet – use the home, back and forward buttons	
Internet – save and use favourites / bookmarks	
Word processor - Type 3 paragraphs of text.	
Word processor – navigate and edit text using the mouse, arrow, backspace and delete keys	
Word processor – select text, change its font, font size, font colour, bold, italics, underline	
Word processor – Use the menus and toolbars to edit text	
Word processor – Save a document; locate and reopen a saved document	
Word processor – use cut, copy and paste to edit text	
Word processor – use the Shift, Caps Lock, Backspace, Delete and Tab keys correctly	
Email – Create a gmail (or Hotmail) account:	
Email – Log on and off the new email successfully. (Ensure name and password recorded)	
Email – Create and send an email using both direct typed addresses and saved contacts	
Email – Create contact(s)	
Email – send an email with attachment(s)	
Email – receive an email with attachment(s), save them and then open them	
Email – Forward an email, making sure to removing extraneous email addresses	
PC Filing – Create folders and sub folders in My Documents or similar	
PC Filing – save a file(s) to the created folders	
PC Filing – move files between folders; delete and rename files and folders	
PC Filing – restore deleted folder/files sent to the Recycle Bin	